

The National Archives and Records Administration (NARA) will be offering a number of Federal Records Management workshops in Anchorage in FY08.

The workshops are described below:

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#### **Records Transfer and Reference Services**

This half-day workshop provides instructions for retiring records to the National Archives and Records Administration's Pacific Alaska Region Federal Records Center and accessing records in storage.

**Date/Time:** January 24, 2008, 8:30 a.m. - Noon

**Location:** New Federal Building Annex, Conference Room A

**Cost:** Free

#### **Basic Records Operations**

This workshop helps Federal agency staff properly manage paper records, electronic records, and e-mail. Federal records management laws, NARA regulations, and agency records retention schedules are explained. Attendees will learn how to distinguish records from non-records, create adequate documentation and filing systems, and dispose of records no longer needed for current agency business.

**Date/Time:** February 12, 2080, 8:30 a.m. - 4:30 p.m.

**Location:** New Federal Building Annex, Conference Room A

**Cost:** \$150

#### **Records Schedule Implementation (Knowledge Area 4)**

Using a records retention schedule or records manual is easier than you think. This course provides an overview of how to apply the General Records Schedules and other NARA-approved records schedules to Federal agency records. It covers the destruction of temporary records, transfer of records to off-site storage, and the transfer of permanent records to the National Archives.

**Date/Time:** February 13-14, 2008, 8:30 a.m. - 4:30 p.m.

**Location:** New Federal Building Annex, Conference Room A

**Cost:** \$300

### **Vital Records**

This course provides the knowledge and skills required to identify, protect, and make readily available the vital records needed during a disaster or emergency and to support the resumption of critical business functions after a disaster. This course targets individuals with records responsibilities, managers, staff, and is applicable to Tribal-, state-, and local-government employees as well.

**Date/Time:** April 16, 2008, 8:30 a.m. - 4:30 p.m.

**Location:** New Federal Building Annex, Conference Room A

**Cost:** \$150

### **Records Emergency Planning and Response**

What are your records responsibilities in an emergency or disaster? Records disaster mitigation, as well as records salvage and recovery are discussed in this workshop. Includes a mock records disaster salvage exercise.

**Date/Time:** April 17, 2008, 8:30 a.m. - 4:30 p.m.

**Location:** BLM Campbell Creek Science Center, 6865 Elmore Road, Anchorage  
(see [http://www.blm.gov/ak/st/en/prog/sciencecenter/contact\\_us.html](http://www.blm.gov/ak/st/en/prog/sciencecenter/contact_us.html) for directions & map)

**Cost:** \$150

### **Electronic Records Management**

This workshop addresses the electronic records concerns of Federal agencies. Relevant e-records and e-commerce laws, regulations, design concepts, standards, and trends are examined. Focuses on managing electronic records and e-mail from a user and systems perspective. Explains Federal efforts to schedule electronic records and reviews electronic records security.

**Date/Time:** April 21-22, 2008, 8:30 a.m. - 4:30 p.m.

**Location:** New Federal Building Annex, Conference Room A

**Cost:** \$300

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